



BUILDING PERMIT APPLICATION
BUILDING DIVISION/COMMUNITY DEVELOPMENT DEPARTMENT

BS _____

SIGN

THIS IS A PERMIT APPLICATION ONLY. WORK IS NOT AUTHORIZED UNTIL FEES HAVE BEEN PAID AND A PERMIT HAS BEEN ISSUED.

ADDRESS	CONSTRUCTION VALUATION \$	DATE
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DESCRIPTION

OWNER		APPLICANT/ CONTACT		CONTRACTOR	
ADDRESS		ADDRESS		ADDRESS	
CITY/ STATE/ ZIP		CITY/ STATE/ ZIP		CITY/ STATE/ ZIP	
PHONE	CELL PHONE	PHONE	CELL PHONE	PHONE	CELL PHONE
E-MAIL		E-MAIL	LICENSE	E-MAIL	LICENSE

PRE-SUBMITTAL ZONING REVIEW: PRELIMINARY REVIEW ONLY – NOT AN APPROVAL COMMENTS:	ZONE	OK FOR PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO	BY:	DATE:
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<input checked="" type="checkbox"/>	FLOOR/SUITE	<input checked="" type="checkbox"/>	STRUCTURE TYPE
	FLOOR:		ACCESSORY STRUCTURE - COM
	SUITE/ UNIT #:		APARTMENT
			ASSISTED LIVING
<input checked="" type="checkbox"/>	PROJECT TYPE		AUTOMOTIVE
	NEW STRUCTURE		CONDOMINIUM
	TENANT IMPROVEMENT		DAY CARE
	SITE IMPROVEMENTS		EDUCATIONAL
<input checked="" type="checkbox"/>	ZONE	SETBACK (FROM PROP. LINE)	HEIGHT (TO TOP OF SIGN)
	BCC1/ MPC1	TO POLE: _____ FT	ABOVE GRADE: _____ FT
	OTHER ZONE	TO FACE OF SIGN: _____ FT	ABOVE ROOF: _____ FT
<input checked="" type="checkbox"/>	TYPE OF SIGN		
	WALL SIGN	MARQUEE SIGN	POLE SIGN
	ROOF SIGN	VALENCE SIGN	MONUMENT SIGN
	PAINTED SIGN	PROJECTING SIGN	

SIGN AREA			
STREET FRONTAGE	PARKING LOT FRONTAGE	MAX. SIGN AREA: _____ SF	PROPOSED SIGN AREA: _____ SF
STREET: _____ FT	LOT: _____ FT	EXISTING SIGN AREA: _____ SF	REMAINING SIGN AREA: _____ SF
SIDE STREET: _____ FT	(ENTRANCE FACING PARKING LOT ONLY)	AVAILABLE SIGN AREA: _____ SF	

MAXIMUM SIGN AREA CALCULATION			
ALL ZONES EXCEPT BCC1/ MPC1		BCC1/ MPC1 ZONES ONLY	
STREET FRONTAGE (3 SF/ LF)		STREET FRONTAGE BCC1/ MPC1 (2 SF/ LF)	
SIDE STREET FRONTAGE (1 SF/ LF)		SIDE STREET FRONTAGE (1 SF/ LF)	
PARKING LOT FRONTAGE (1 SF/ LF)		PARKING LOT FRONTAGE BCC1/ MPC1 (2 SF/ LF)	
MAXIMUM SIGN AREA		MAXIMUM SIGN AREA	

FIRE DEPT.	BWP/WATER	PW/SEWER	PUBLIC WORKS DEPT.	
PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO PLAN CHECK FEE: _____ DATE: _____ BY: _____	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO FEE PAID: _____ DATE: _____ BY: _____	INTERCEPTOR REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE: _____ BY: _____	ADDRESS APPROVED: PEDESTRIAN PROTECTION REQ'D: <input type="checkbox"/> FENCE <input type="checkbox"/> CANOPY <input type="checkbox"/> NONE BY: _____	STREET IMPROVEMENT INSPECTION: PERMIT NO. _____ CURB CUT WIDTH: _____
PARKS & REC	BWP/ELECT	BACKFLOW PREVENTION: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE: _____ BY: _____	SETBACK FOR STREET WIDENING: BY: _____	RECURB (E) CURB CUT: <input type="checkbox"/> YES <input type="checkbox"/> NO
APPROVED: DATE: _____ BY: _____	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO FEE PAID: _____ DATE: _____ BY: _____		SITE PLAN CHECKED FOR EASEMENTS BY: _____	PUBLIC WORKS DEPT REQ'D NOTED: CHECK SHEET: <input type="checkbox"/> YES <input type="checkbox"/> NO BY: _____

PLANNING DIVISION (PLANNING APPROVAL GIVEN ONLY AFTER ALL OF THE ABOVE APPROVALS ARE OBTAINED)				
PROJECT NO.	ZONE	ENTITLEMENT DATE	BY:	COMMENTS
APPROVED BY:		DATE:	FEE:	

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:
I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THAT INFORMATION STATED HEREON IS TRUE. I AGREE TO COMPLY WITH ALL ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION. I UNDERSTAND AND AGREE THAT SHOULD I FAIL TO COMPLY WITH THE ABOVE, ALL PERMITS SHALL BE DEEMED REVOKED.

SIGNED: _____ SIGNATURE OF APPLICANT: _____
DATE SIGNATURE